



Workshop Project - Alta Murgia National Park

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BOOKING REQUEST FORM

GROUP _____

ADDRESS(*) _____

TOWN _____ (Country/State _____)

TELEPHONE. _____ / _____ ; _____ / _____ fax _____ / _____

E-Mail _____

(**)REFERENCE CONTACT PERSON/GROUP LEADER _____

CONTACT TELEPHONE/MOBILE NUMEBERS _____

COMPANY REGISTRATION NUMBER for invoicing purposes _____

FISCAL CODE _____

(***)SPECIAL REQUIREMENTS/ TOUR GUIDE'S NAME _____

(*) relevant for mail correspondence

(**) the reference person to contact

(***) e.g. guide with foreign languages, mountain biking tour guide, speleology guide, guide with botanic knowledge, archaeological guide, trekking guide etc

SERVICES (Please, cross the ones you are requesting)

TYPE OF ACTIVITY	PRICES, BOOKING, ACTIVITY DURATION		NOTE
Excursions	One day € 100,00 <input type="checkbox"/> 9.00-17.00	Half day € 60,00 <input type="checkbox"/> 9.00-13.00 <input type="checkbox"/> 13.30-17.30	<i>You can hire a guide for a group of max 25 members (including children)</i>

FURTHER DETAILS

DATE	NUMBER OF TOUR GUIDES	ITINERARY (Choose from the list available on the website)	SPECIAL REQUESTS (e.g. disabled visitors etc)	TRANSPORT (Request a 15 seats mini-van to the Management ¹ or specify if you have your own means of transport)

VAT (*)	
Excursions	fee is VAT free according to Italian Law no. 22 (ex art. 10, c1, DPR n. 633/72)

(*) : tour guiding is a service and not a business, therefore it does not require a VAT add up (Italian Law, ex art. 5, c.2, D.P.R. 633/72). The invoice will be issued by the tour guides providing the service.

Signature / (Reference contact person/group leader) _____

Date _____

The Alta Murgia National Park management will store visitors' personal and contact details provided through the booking forms and will use them for sending out further information/updates/promotional offers relating to the National Park and its guided tours (Italian Law, L. 31.12.96 n. 675, art. 10). Visitors' personal and contact details may be used by third party organizations providing tourist services and promoting the Murgia area as a tourist destination. The Alta Murgia National Park management and its tour guides guarantee that personal data will be protected under the Italian Data protection Act no. 675 of December 31, 1996

Signature _____

HOW TO MAKE A RESERVATION

Before you book your tour in the Alta Murgia National Park

- Browse the website www.parcotalmurgia.it and have a look at the recommended tours in the "Things to do" and "Itineraries" section
- **Then choose the one that suits you best.** We recommend six different sightseeing itineraries to visitors who would like to get to know the area as a whole and will get around by car or by mini-van/coach with driver hired on site. These tours do not require special skills as the long distances do not allow walking routes.
- We recommend 12 different walking tours to visitors who will not get around by car and are generally able to hike or walk along stony tracks following a circular route that will get back to the start. Therefore cars can be parked at the tour start and visitors need to have specific skills
- **Once you have chosen your tour.** Contact the National Park reservation office by sending your booking request form via email or by fax
- When you receive a booking confirmation with the contact details of the Tour guide assigned to you, liaise with him/her to make final arrangements for time/meeting point and payment method.

TERMS & CONDITIONS

- I.** Accredited tour guides will lead a group of max 25 members (including children & group leader).
- II.** **In case of bad weather conditions we recommend to be equipped with anoraks, raincoats, boots and umbrellas in order not to cancel the excursions.** Further details and arrangements can be agreed directly with the tour guide closer to the date.
- III.** Any damages caused to the estate, furniture and equipment of the Management by the visitors will have to be paid through a compensation.
- IV.** **In case of unsocial behaviour or gross misconduct of any of the group members/visitors the tour guide can suspend the tour.** The group leader will be then considered responsible for the group misconduct as he is responsible for the discipline within the party.
- V.** Visitors taking part to a walking tour must be well equipped and comply with general safety rules. The Alta Murgia National Park management can, for safety reasons, ask any group members who are not adequately equipped to leave the party.
- VI.** In case of impediment or late arrivals to the meeting time, group leaders must contact the tour guides promptly and keep them updated. Otherwise, the tour guides will consider it as a "no show" and will be allowed to leave.

PAYMENTS & CANCELLATION POLICY

- I.** The payment must be made in full to the Tour guide prior to the tour start except for any special arrangements made with tour guide directly.
- II.** In case of cancellation, visitors will have to pay a cancellation fee as follows:
 - Cancellations submitted within 10-8 days prior to the due date require the 30% of the total amount
 - Cancellations submitted within 6-2 days prior to the due date require the 50% of the total amount
 - Cancellations submitted within 24 hours prior to the due date require the full amount
 - Exceptions are allowed only in case of specific arrangements made directly with the tour guide prior to arrival
- III.** In case of a "no show", the tour guide will not refund any amounts received.
- IV.** In case of impediment the tour guide must make arrangements to be replaced by a colleague accredited from The National Park. Otherwise, s/he must refund any amounts received.
- V.** Fees include the service provision by the tour guides and do not require VAT add up. Mini van/Mini coach hire is free of charge until December 2009.

I accept the terms & conditions above.

Date _____

Signature _____